

**(1)Thank you email :-**

**Subject: Acceptance of job Offer and Joining**

**Dear Employers name,**

I am writing to formally accept the job offer you extended to me for the position of front-end developer at Company name. I am very excited to become a part of your team and contribute to the success of the company.

Thank you for giving me the opportunity to join such a reputable organization. I am confident that I will be able to perform the responsibilities of the job to the best of my abilities while also learning and growing in the process.

Thank you once again for considering me for this position I look Forward to working with you and the team.

Sincerely,

**Manthan Khunt**

**(2) Quotation email :-**

**Subject: Email for Quotation**

**Dear Ankit,**

I am writing this mail in order to inform you that I am planning to upgrade my computer system. I request you to send me a detailed quotation regarding the requirement for up gradation of my computer system.

Here is the list of items I would like to upgrade:

Graphic card of 2GB

HDD capacity of 500 GB

I have a kind request to please do guide me in selecting the latest upgrades and branded should be according to my satisfaction. Kindly send me the quotation of the following items and get in touch with me as soon as possible.

Yours faithfully,

**Manthan Khunt**

### **(3) Email asking for a status update:-**

**Subject: Request for project update**

**Dear Recipients name,**

I hope this email finds you well. I am working to request an update on Booking.com web project.

As we are approaching the deadline for this project, I would like to ensure that we are on track to complete it within the designated timeline. I value effective communication and believe that regular updates will help us stay aligned and make any necessary adjustments to ensure success.

Specifically, I would like to know the current status of the project, any challenge that have arisen, and the estimated time of completion. If there are any changes in the project scope or timeline, please let me know as soon as possible so that we can adjust our plans according.

Please let me know if there is anything you require from me to move this project forward. I am happy to provide any necessary information or support.

Thank you for your time and consideration. I look forward to hearing back from you.

Sincerely,

**Manthan**

**(4) Asking for a raise in salary Email :-**

**Subject: Request for Salary increment**

**Dear Sir,**

I have now been in your service for a period of 24 months and I am really happy to see the improvements in that the company has had over these past months.

I strongly believe that over the period of my employment I have given you satisfaction. When I joined your company. it was on the understanding that my salary should gradually increase hence I will be asking for a thirty precent increment.

I trust that you will consider my proposal favourably.

Your faithfully,

**Manthan Khunt**

**(5) Resignation email :-**

**Subject: Resignation Letter**

**Dear sir,**

I am writing this email to inform you that I am resigning from my position as front-end at company name. my last day of employment will be 28 Sep 2024.

I am truly grateful for the opportunities given to me in this organization and your professional guidance and support.

I wish you and the company all the best for the future.

Thank you,

Your faithfully,

**Manthan**

